



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Enterprise)

Corporate Identity No. : U40104WB1985SGC039154

: Registered & Corporate Office :

'Bidyut Unnayan Bhaban', Plot No. 3/C, LA-Block, Sector III, Bidhannagar, Kolkata - 700 106

• Phone : (033) 2339-3200 / 3300 • Fax : (033) 2339-3186 / 2339-3286 / 2339-3197

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WBPDC

Office Order No: 164/2024

Date: 23.12.24

The existing regulation regarding entitlement of travelling allowances, daily expenses and expenses for attending training has been modified to the following extent: -

A. TRAVELLING ALLOWANCE ON OFFICIAL DUTY / TRAINING WITHIN THE COUNTRY

(I) Entitlement by Train / Air / Roadways :

Category	Revised scale of Pay as per ROPA, 2020	Entitlement by Train / Air	Road Mileage Allowance
I	Rs. (1,47,300 – 2,04,500)/- & above (Level – 13 & above)	(i) AC-1 st Class / Executive Class, whichever is applicable (ii) Economy Class by Air	Actual fare by any type of public bus including AC / Volvo Bus or Rs. 20/- per KM for journey by taxi or own car.
II	Rs. (56,100 – 1,60,500) /- to Rs. (1,38,700 – 2,04,400)/- (Level – 8 to 12)	(i) AC-II Tier / AC-Chair Car, whichever is applicable (ii) Economy Class by Air (only for Level-12)	Actual fare by any type of public bus including AC / Volvo Bus or Rs. 20/- per KM for journey by taxi or own car.
III	Rs. (37,400 to 1,08,200)/- (Level – 7)	AC-II Tier / AC-Chair Car, whichever is applicable	Actual fare by any type of public bus including AC / Volvo Bus or Rs. 20/- per KM for journey by taxi or own car.
IV	Rs. (23,400 – 68,900)/- to Rs. (36,800 – 1,06,700)/- (Level – 3 to 6)	AC-II Tier / AC-Chair Car, whichever is applicable	Actual fare by any type of public bus including AC / Volvo Bus or Rs. 10/- per KM.
V	Rs. (20,400–60,500)/- & below (Level – 2 & below)	AC-III Tier / AC- Chair Car	(i) Rs. 10/- per KM or actual fare of any type of public bus (ii) AC / Volvo Bus, subject to approval.

(II) Entitlement in Waterways communication:

Category	Revised scale of Pay as per ROPA, 2020	Entitlement by Steamer
I	Rs. (1,47,300 – 2,04,500) /- & above (Level – 13 & above)	Highest Class
II	Rs. (56,100 – 1,60,500) /- to Rs. (1,38,700 – 2,04,400)/- (Level – 8 to 12)	Highest Class
III	Rs. (37,400 to 1,08,200)/- (Level – 7)	If there be two Classes only on the Steamer, the lower Class. Otherwise, the Second Class
IV	Rs. (23,400 – 68,900)/- to Rs. (36,800 – 1,06,700)/- (Level – 3 to 6)	If there are two classes only in the Steamer, Lower Class If there be three Classes, the middle or the second Class If there be four Classes, the third Class
V	Rs. (20,400–60,500)/- & below (Level – 2 & below)	The lowest Class

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Bande! Thermal Power Station
GM - (033) 2684 6369
E-mail : gmbtps@wbpdcl.co.in
Fax : 2684 6151

Santalidih Thermal Power Station
GM - (03251) 260 227 / 250 / 341
E-mail : gmstps@wbpdcl.co.in
Fax : 260 217, PBX : 260 197

Kolaghat Thermal Power Station
GM - (03228) 231 110
E-mail : gmktps@wbpdcl.co.in
Fax : 231 280

Bakreswar Thermal Power Station
GM - (03462) 220 201
E-mail : gmbktpp@wbpdcl.co.in
Fax : 220 214, 220 346

Sagardighi Thermal Power Project

GM - (03483) 237 099, E-mail : gmsgtpp@wbpdcl.co.in
Fax : (03483) 237 002

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- Note – 1** Employees at Category-II (Level – 8 to 11) above may be permitted Air journey as per the approval by their respective functional Director of Corporate Office for exigencies of official work provided the distance is more than 500 Kms and above within the State and outside the State and overnight journey can't be performed by train service.
- Note – 2** In case, the employees travel by Taxi / own car for whatever reasons, the mileage allowance will be limited to his entitlement class or actual expenses incurred whichever is less on the basis of supporting Bill/Ticket. Further, travel by other mode within 300 KM where rail connection is available, maximum fare of AC Chair Car by Train or actual fare whichever is less will be reimbursed.
- Note – 3** Special types of Bus fare may also be allowed to the employees of categories V (Level – 2 & below) in case of official exigencies based on the certificate of the Controlling Officer.
- Note – 4** The amount of Service charges for reservation / booking a railway / air ticket through Internet / Agency may also be considered as an integral part of the fare. Agency charges shall be reimbursed in case of official tour only against production of appropriate voucher. Similarly, when an official journey by train / bus is cancelled due to exigencies, the cancellation charges shall also be admissible for official tour only against production of appropriate voucher.
- Note – 5** Tatkal / Premium Tatkal / Dynamic Charges at the time of booking of Railway ticket is payable only in case of official tour.
- Note – 6** For journeys by the road on tour by Auto Rickshaw, own scooter / motor cycle to places connected to road only, mileage allowance will be calculated at Rs. 10/- per KM.
- Note – 7** For journey by Air, boarding pass / travel certificate is required to be submitted mandatorily along with the claim voucher.
- Note – 8** For journey by Sea or River, Govt. Ferry rate or actual expenditure whichever is less will be applicable.

B. DAILY EXPENSES FOR ATTENDING OFFICIAL DUTY.

I. Daily Expenses within West Bengal / Jharkhand :

Revised scale of Pay as per ROPA, 2020	All Corporation area		Other than Corporation area	
	Govt. / PSU GH / IB	Hotel / other GH	Govt. / PSU GH / IB	Hotel / other GH
Rs. (1,47,300 – 2,04,500)/- & above (Level – 13 & above)	Rs. 1,200/-	Rs. 3,000/-	Rs. 1,000/-	Rs. 2,500/-
Rs. (56,100 – 1,60,500) /- to Rs. (1,38,700 – 2,04,400)/- (Level – 8 to 12)	Rs. 1,000/-	Rs. 2,600/-	Rs. 900/-	Rs. 2,100/-

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Revised scale of Pay as per ROPA, 2020	All Corporation area		Other than Corporation area	
	Govt. / PSU GH / IB	Govt. / PSU GH / IB	Govt. / PSU GH / IB	Hotel / other GH
Rs. (37,400 to 1,08,200)/- (Level – 7)	Rs. 900/-	Rs. 2,200/-	Rs. 800/-	Rs. 1,700/-
Rs. (23,400 – 68,900)/- to Rs. (36,800 – 1,06,700)/- (Level – 3 to 6)	Rs. 800/-	Rs. 1,800/-	Rs. 700/-	Rs. 1,200/-
Rs. (20,400–60,500)/- & below (Level – 2 & below)	Rs. 700/-	Rs. 1,500/-	Rs. 500/-	Rs. 1,000/-

Note :

- For attending Official duty up to 30 Km distance from the respective place of posting, employees will not be entitled to Daily Expenses.
- Daily expenses are reimbursed to an employee to cover the fooding and lodging charges for attending official duty beyond a distance of 30 km from the respective place of posting. However, if an employee on official duty makes his/her own arrangement of staying, then 25% of the applicable Govt./PSU Guest House rate will be admissible.
- If an employee attains official duty beyond 30KM from place of work and involves a day's job (i.e. return back within the same day), then only 25% of Govt./PSU Guest House rate will be admissible.
- The Daily expenses will be reimbursed subject to production of fooding and lodging bills.

II. Daily Expenses outside West Bengal / Jharkhand :

Revised scale of Pay as per ROPA, 2020	Daily Expenses (on per day basis)
Rs. (1,47,300 – 2,04,500) /- & above (Level – 13 & above)	i) Hotel accommodation upto Rs. 5,000/- ii) Taxi charges within the City : Rs. 20/- per KM or actual, whichever is less iii) Food bills not exceeding Rs 1000/- subject to submission of Bill else Rs. 300/- per day.
Rs. (56,100 – 1,60,500) /- to Rs. (1,38,700 – 2,04,400)/- (Level – 8 to 12)	i) Hotel accommodation upto Rs. 4,000/- ii) Taxi charges within the City : Rs. 20/- per KM or actual, whichever is less (maximum upto 50 KM) iii) Food bills not exceeding Rs. 800/- subject to submission of Bill else Rs. 250/- per day.
Rs. (37,400 to 1,08,200)/- (Level – 7)	i) Hotel accommodation upto Rs. 3,000/- ii) Taxi charges within the City : Rs. 20/- per KM or actual, whichever is less (maximum upto 30 KM) iii) Food bills not exceeding Rs. 700/- subject to submission of Bill else Rs. 200/- per day.

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Revised scale of Pay as per ROPA, 2020	Daily Expenses (on per day basis)
Rs. (23,400 – 68,900)/- to Rs. (36,800 – 1,06,700)/- (Level – 3 to 6)	i) Hotel accommodation upto Rs. 2,500/- ii) Travel charges within the City Rs. 300/- or actual, whichever is less iii) Food bills not exceeding Rs. 600/- subject to submission of Bill else Rs. 175/- per day.
Rs. (20,400–60,500)/- & below (Level – 2 & below)	i) Hotel accommodation upto Rs. 2,000/- ii) Travel charges within the City Rs. 200/- or actual, whichever is less iii) Food bills not exceeding Rs. 500/- subject to submission of Bill else Rs. 150/- per day.

C.

TRAINING EXPENSES

I. Reimbursement of expenses for attending Training where training Centre is situated within 30 KM from respective place of posting:

a. Non-residential Training Programme:

Revised scale of Pay as per ROPA-2020	Reimbursable Amount	Remarks
[Level-13 & above]	₹600 per day	1. This expense includes fooding, lodging and incidental expenses per day only. 2. Reimbursement of traveling expense (to & fro) to be limited as per eligibility and from the respective Head Quarter to Training Centre only, subject to submission of bills.
[Level - 8 to 12]	₹500 per day	
[Level - 7]	₹400 per day	
[Level - 3 to 6]	₹350 per day	
[Level-2 & Below]	₹300 per day	

b. Residential Training Programme:

In residential training programmes, accommodation and fooding are arranged by the concerned Training Institute; as such the following expenses will be reimbursed:

Revised scale of Pay as per ROPA-2020	Reimbursable Amount	Remarks
[Level-13 & above]	₹400 per day	<u>Coverage:</u> 1. Reimbursement in respect of travelling expense for attending training and return after completion of training will be limited to journey date(s) only. 2. Incidental Expense is not admissible
[Level - 8 to 12]	₹350 per day	
[Level - 7]	₹300 per day	
[Level - 3 to 6]	₹250 per day	
[Level-2 & Below]	₹200 per day	

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II. Training Centre is situated beyond 30 KM from respective place of posting within West Bengal / Jharkhand:

a. Non-residential Training Programme:

Revised scale of Pay as per ROPA, 2020	Reimbursable Fooding & Lodging Charges				Remarks
	All Corporation area		Other than Corporation area		
	Govt. / PSU GH / IB	Hotel / other GH	Govt. / PSU GH / IB	Hotel / other GH	
[Level-13 & above]	Rs. 1,200/-	Rs. 3,000/-	Rs. 1,000/-	Rs. 2,500/-	<u>Coverage:</u> a) The Training expenses rate includes fooding and lodging charges per day only. b) Travelling Allowance to be reimbursed additionally. <u>Admissibility:</u> The rates are maximum admissible amount and will be reimbursed on production of valid Bills. If an employee do not make staying arrangement in Govt. / PSU Guest House or Hotel and stays at his / her self-arrangement / residence, reimbursement will be limited to 25% of the applicable Govt./PSU Guest House rate.
[Level - 8 to 12]	Rs. 1,000/-	Rs. 2,600/-	Rs. 900/-	Rs. 2,100/-	
[Level - 7]	Rs. 900/-	Rs. 2,200/-	Rs. 800/-	Rs. 1,700/-	
[Level - 3 to 6]	Rs. 800/-	Rs. 1,800/-	Rs. 700/-	Rs. 1,200/-	
[Level-2 & Below]	Rs. 700/-	Rs. 1,500/-	Rs. 500/-	Rs. 1,000/-	

b. Residential Training Programme:

If fooding and Lodging is arranged by Training Institute: Travelling Allowance to be reimbursed and will be limited to journey date(s) for attending training and return journey date(s) after completion of training.

III. Reimbursement of expenses for attending Training where training Centre is situated in outside West Bengal / Jharkhand:

a. Non-residential Programme:

The fooding and lodging charges will be reimbursed as per the following rates.

Revised scale of Pay as per ROPA-2020	Fooding Charges per day (inclusive of all)	Lodging Charges per day (Inclusive of all)	Remarks
[Level-13 & above]	₹ 1000/- subject to submission of Bill else ₹ 300/- per day	₹5000/-	<u>Coverage:</u> Travelling Allowance to be reimbursed. <u>Admissibility:</u> The fooding and lodging rates are maximum admissible amount and will be reimbursed on production of valid Bills.
[Level - 8 to 12]	₹ 800/-subject to submission of Bill else ₹250/- per day	₹4000/-	
[Level - 7]	₹ 700/- subject to submission of Bill else ₹ 200/- per day	₹3000/-	
[Level - 3 to 6]	₹ 600/- subject to submission of Bill else ₹ 175/- per day	₹2500/-	
[Level-2 & Below]	₹ 500/- subject to submission of Bill else ₹ 150/- per day	₹2000/-	

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b. Residential Programme:

If fooding and Lodging is arranged by Training Institute : Travelling Allowance to be reimbursed and will be limited to journey date(s) for attending training and return journey date(s) after completion of training.

D.

INCIDENTAL EXPENSES

Employee on Official duty and Training will be entitled to Incidental Expenses in addition to the Daily expenses or Training expenses.

Revised scale of Pay as per ROPA-2020	INCIDENTAL EXPENSES
[Level-13 & above]	₹250/-
[Level - 8 to 12]	₹200/-
[Level - 7]	₹150/-
[Level - 3 to 6]	₹100/-
[Level-2 & Below]	₹75/-

E.

GENERAL GUIDELINE

1. A WBPDC employee performing a journey for which Travelling Expense is admissible is required to travel by the class of accommodation to which his pay range entitles him. However, if a WBPDC employee in a higher class of accommodation by Air, Rail, Ship, Bus etc. than one by which he is required to travel under the rules, the reimbursement shall be limited to the fare of the entitled class of accommodation only.
2. For Official journeys on tour from residence or office to the nearest Railway Station/Bus Stand/Airport where **direct transport service is available** and vice-versa, the road mileage allowance or actual fare whichever is less will be reimbursed.
3. In case of outstation duty within West Bengal / Jharkhand, the employees must stay in Govt. / PSU GH / Hotel, wherever available. If an employee do not make staying arrangement in Govt./PSU Guest House or Hotel and stays at his/her self-arrangement/residence, then maximum up to 30 Km road millage will be admissible for reimbursement per day from duty point to actual stay and vice-versa where train route is not available, subject to submission of Bill
4. **Settlement of Claims:**
 - a) Where an advance has been drawn by the employee, the claim for settlement of the expenditure will have to be submitted within 01 (one) month from the completion of the journey date. After the stipulated time period, no such claims would be entertained and the advance amount will be deducted from the salary of the employee in maximum 03 (three) installments from the subsequent month.

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- b) In cases of non-drawal of advance, the claims would have to be submitted within 03 (three) months from completion of journey date. After the stipulated time period, no such claims would be entertained.
- c) While submitting the claim employees have to submit copy of railway ticket, boarding pass, money receipt etc. along with the claim form.

This has reference to the Resolution No. 2024/NRC-43/6.1 adopted by the Board of Directors of WBPDCCL vide it's 229th Meeting held on 17th December, 2024 and will be effective from 01st January, 2025.

Ladkhan 23/12/24
(S. Pradhan)
Director (HR)

Memo. No: COHRA04210004/ 3127 (i - XL vii)

Dated: 23.12.24

Copy forwarded for kind information/necessary action to:-

1. The Chairman & Managing Director, WBPDCCL.
2. The Director (F&A) & Co. Secy./(Projects)/(Mining)/(O&M), WBPDCCL.
3. The Chief Vigilance Officer, WBPDCCL.
4. The Executive Director (P&P)/(OS)/(FM), WBPDCCL.
5. The General Manager, BTPS/BkTPS/KTPS/STPS/SgTPP, WBPDCCL.
6. The General Manager (Mining), PPJH/MROD, WBPDCCL.
7. The General Manager (IT)/(M&C)/(FM) /(OS)/(Civil)-Proj./(Civil)-O&M/(F&A)/(P&P)/(MMC)/ (R&M) / (HR&A)-PSC/ (HR&A and CC)/(E&S)/(Green Energy)/ (OS-BOP), Corp. Office, WBPDCCL.
8. The Addl. General Manager (HR&A), BTPS/BkTPS/KTPS/SgTPP/STPS/Corp., WBPDCCL.
9. The Agent, Barjora (N) / Barjore / Gangaramchak & Gangaramchak-Bhadulia / Tara (E&W), WBPDCCL.
10. The Liaison Officer, WBPDCCL Guest House, New Delhi.
11. Intra-net copy.

Dimple Das 23/12/24
General Manager (HR&A)